REQUEST F	JOB NUMBER N1-476-06-4				
J: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received 5-1-2006		
FROM (Agency or establishment)     DEPARTMENT OF COMMERCE			NOTIFICATION TO AGENCY		
2. MAJOR SUB	In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.				
3. MINOR SUB OFFICE OF					
4. NAME OF PER ELAINE FA	RSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER 202-482-2165	DATE 8 looks		
6. AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,					
DATE SIGNATURE OF AGENCY REPRESENTATIVE			TITLE		
TEM NO.	EM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		SUPERS	9. GRS OR SUPERSEDED JOB CITATION  10. ACTION TAKEN (NARA USE ONLY)	
	See attached pages				
	annes Pulis.				

# BUREAU OF INDUSTRY AND SECURITY RECORDS SCHEDULE FOR THE LICENSE APPLICATION SCANNING SYSTEM (LASSie) N1-476-06-4

The Office of the Chief Information Officer (OCIO) is responsible for the development, implementation, and operation of BIS information systems. This office is also charged with managing the dissemination of information to the public via the web, computer facilities, and equipment and the application of information technology to improve the Bureau's processes and operations.

### 1. INPUT RECORDS

Source Documents
Data is manually scanned into LASSie by internal
Bureau of Industry and Security (BIS) Export
Administration operational support staff.

DISPOSITION: TEMPORARY: Retain in LASSie for 5 years and then destroy.

## 2. DATA BASE RECORDS

Data consists of export and re-export dual-use controlled license applications, special comprehensive licenses, food, medical and agricultural license exception notices to Cuba, and dual-use commodity classifications. All data is backed up to a BIS maintained network drive on a batch process basis.

DISPOSITION: <u>TEMPORARY:</u> Retain in LASSie for 5 years and then destroy.

## 3. OUTPUT RECORDS

The sole system output is a pre-determined raw data file that transfers manually keyed work item data to the Export Control Automated Support System (ECASS) for loading and subsequent business processing.

DISPOSITION: <u>TEMPORARY:</u> Retain in LASSie for 5 years and then destroy.

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## 4. SYSTEM DOCUMENTATION

Data system specifications, codebooks, record layouts, user guides, and output specifications.

DISPOSITION: TEMPORARY: Retain for 5 years and then destroy.